



Canned Knowledge Corporation



Canned KnowledgeTM **Corporation**

ZipCodeTM
The
Application Development System

GENERAL INFORMATION

PREFACE

ZipCode is a software development system for use by software engineers or any person that needs or wants to develop computer software.

ZipCode will automatically create up to 100% of the software and user's guide required for a given business function. **ZipCode** is fast! COBOL programs are generated at 100 - 500 lines of code per minute!

ZipCode is available for computer systems using UNIX, XENIX, MS-DOS or PC-DOS.

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WHO IS CANNED KNOWLEDGE?

Canned Knowledge, Corp, (CKC), is a software research and development company committed to the continued research and development of **ZipCode**, and the use of **ZipCode** in the development of the world's most complete and diverse business software library.

CKC offers both the seller and the user the broadest software product line with more power, continuity, and simplicity of operation than has ever been available.

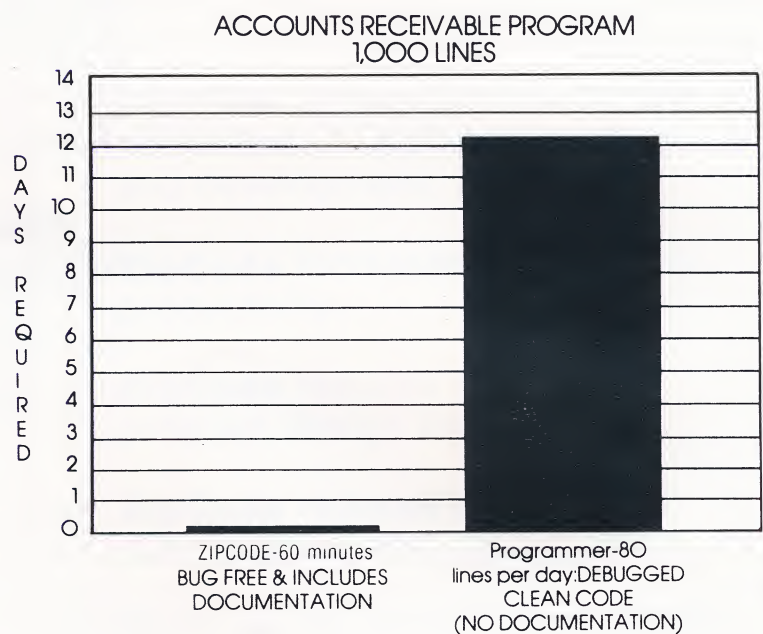
CKC products are marketed through computer manufacturers, distributors, and dealers, both nationally and internationally.

WHY A BUSINESS APPLICATION DEVELOPMENT TOOL?

Numerous surveys indicate that new application development work is seriously backlogged in the average data processing department. According to industry sources, in the typical data processing department, maintenance of current applications occupies approximately 50% of the programming staff's time. These sources report there are presently over 37,000 computer programming positions left unfilled and that gap has been predicted to increase to over 250,000 programmers by 1990. ZipCode addresses these needs.

Increasing personnel costs and the shortage of trained programmers continues. Over 50% of the average data processing budget is spent on personnel expense. A large IBM user organization projects a need for 640,000 computer specialists by 1985, double the number needed in 1975. The U.S. Department of Labor, however forecasts that there will only be 476,000 such specialists available. Improving programmer and development productivity is no longer just a passing interest-it is a necessity.

What is needed to make the job of developing business applications simpler and faster? First, a high level, straightforward, non-procedural language that is easy to learn and easy to use. Second, a method of developing applications which allows the application developer to focus on **what** is to be done, not **how** it is to be accomplished.



This chart is depicting comparative time requirements for conventional programming techniques versus creating applications with **ZipCode**.

ZipCode **(The Software Development System)**

ZipCode is extraordinarily powerful yet just as extraordinarily easy to use. **ZipCode** offers the new computer user a system through which the user's knowledge and performance will expand more rapidly than ever thought possible.

ZipCode offers the experienced computer professional the opportunity to produce complete software packages rapidly and avoid the more mundane tasks of software development while concentrating on the unique and challenging requirements of the particular business situation.

Whether you are a beginner or professional, once you master **ZipCode** you will accomplish feats in software development that will amaze not only your associates, but also yourself!

ZipCode Improves Productivity

Specialized software is necessary if businesses are to take advantage of the decreasing costs and increasing performance of computer hardware.

ZipCode provides the user the opportunity to create the required software at minimal cost by increasing productivity as follows:

- **ZipCode** Allows non-programmers to develop business applications.
- **ZipCode** eases the entire development effort.
- **ZipCode** eliminates the application development backlog.
- **ZipCode** decreases the investment in short term applications and increases the return on larger applications.
- **ZipCode** reduces specialized systems training costs.
- **ZipCode** satisfies end-user requests quickly.
- **ZipCode** promotes end-user involvement in application design and development.
- **ZipCode** increases programmer productivity.
- **ZipCode** reduces system and program design time.
- **ZipCode** reduces application maintenance and coding errors.
- **ZipCode** allows the computer to automatically write the User's Guide.
- **ZipCode** generated software operates on single terminal systems, as well as, multi-user, multi-terminal systems.

ZipCode Philosophy

ZipCode is designed with an architecture that allows the unique processing requirements of an application to be meshed with the basic architectural framework provided by **ZipCode**. Any updates or new requests made of an application can be easily accommodated without affecting the basic process.

ZipCode's approach to application development consolidates the analyst and application programmer. Typically the analyst works with the end user directly. The end user describes to the analyst what he wants and needs, and the analyst designs the application accordingly. The analyst then turns the program specifications over to the application programmer who writes the application.

Because **ZipCode** is primarily non-procedural and totally interactive, end-users and programmers are extremely productive. In many cases, applications can be written in a matter of minutes by simply filling in the blanks of **ZipCode's** development screen.

ZipCode Features

COMPLETE SYSTEM DEVELOPMENT -

The ability to generate complete applications with little or no coding is an extremely valuable feature of **ZipCode**. Now anyone can become a stronger asset to the company.

USER FRIENDLY INPUT TECHNIQUES -

Once the requirements for your program have been determined data must be defined to the computer. With **ZipCode**, all definitions are made to the computer through a user friendly fill-in-the blanks technique. When an item's physical attributes are defined in the data definition section there is no need to ever redefine them unless modifications have to be made later.

MASTER FILE MAINTENANCE -

File Maintenance is essential to Business Data Processing. **ZipCode** assists the user in setting up and maintaining files by creating programs to add, modify, delete and review records within a required file specified by the user. Master files, files that contain permanent and summary information, are no longer a problem! **ZipCode** will create the programs necessary to set up and maintain master files in minutes based on your requirements.

DATA ENTRY -

Data entry, the recording of business activity, is no longer a problem! Once you have determined the data to be captured and the master files to be posted, you communicate these requirements to **ZipCode** and in minutes you will have the program or programs necessary to fulfill your needs! Sound Simple? It is!!

ZipCode Features

MULTI FILE LINKAGE -

A major feature of **ZipCode** is the ability to create Multiple Related Files. This Feature allows automatic update of the master files. This update is a major need for accounting type applications.

DOCUMENTATION -

An automatic User's Guide is a unique and useful feature of **ZipCode**. Not only does **ZipCode** create the programs necessary for a given application, but it also writes the instructions necessary to operate the newly created programs! **ZipCode** also allows the developer to enter additional helpful information which will automatically be incorporated in the user's guide!

ALTERNATE KEY SEARCH -

With **ZipCode**, the user may set up alternate keys which give the ability to search for records in the system by use of alpha look-ups. The alternate key search allows the user to search for a customer by the last name as well as parts of the last name.

INDUSTRY STANDARD COBOL -

ZipCode uses ANSI Standard COBOL which gives you the ability to transport programs and data across many different kinds of systems.

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CANNED KNOWLEDGE CORPORATION

Rt 1, Box 37

Pineville, Missouri 64856

(417-226-4404)

CANNED KNOWLEDGE, CORP., (CKC)

DEALER STARTER PACK

CKC will provide Dealer with the following:

- a). A three day training class at a time and location designated by CKC. Dealer will be responsible for all Dealer's or Dealer's representative's expenses incurred for travel, lodging and meals while attending said training class.
- b). A basic set of software products consisting of: General Ledger, Accounts Payable, Accounts Receivable, Payroll and Inventory Control. Dealer will immediately re-order any or all of these products as they are sold.
- c). A basic set of promotional literature, decals, signs, banners or other sales material CKC deems necessary to assist Dealer in the sale and promotion of CKC products. Dealer will display said materials in a prominent, high traffic area within the Dealer's place of business or as otherwise instructed by CKC.
- d). The Dealer will pay \$995 for the above.

Verticle Software Products

- e). The Dealer will be allowed to select a minimum of 10 items for inventory from CKC's Software library. An initial charge of \$50 per selection will be paid by dealer. At the end of 90 days, the dealer will be billed \$5 per month rent as floor plan charge per software package.
- f). The dealer will keep a minimum of 10 verticle packages in inventory. The 5 general accounting packages are in addition to the minimum stock.
- g). The dealer will keep available a system for demo of software.
- h). The dealer will keep available a modem and communications software package.
- i). The dealer will receive a 50% discount off retail of each verticle software package.

Payment Terms

- 1). Once an item is sold the dealer must pay within 15 days.
- 2). If payment is not received within 15 days the dealer will lose 10% of his discount, (i.e., 50% - 40%).
- 3). If payment is not received within 30 days the dealer will lose an additional 10% of his discount, (i.e., 50% - 40%).
- 4). If payment is not received within 60 days the dealer will lose all of his discount and be subject to attorney and collection fees.

Misc. Terms and Conditions

- 5). Inventory not moved within 90 days can be recalled for substitution for a fee equal to postage + \$5.00 handling.
- 6). CKC has the right to recall Dealer inventory or to physically check dealer's inventory.
- 7). All TMS products are warrantied to the end-user for a period of 90 days against defective code.
- 8). No warranty is given on usability or applicability to the end-user's needs.
- 9). Support in the form of telephone assistance/consultation, (TAC), is available in 6 month intervals at extra cost.
- 10). The dealer will inform each user of the support service and return order/registration form with end-user's signature indicating acceptance or rejection.

<u>RETAIL</u> <u>PRICE</u>	<u>DESCRIPTION</u>	<u>TAC</u> <u>SUPPORT</u>
	<u>APPETIZERS</u>	
\$1995.	Fixed Asset Management & Evaluation - -	\$120
3995.	Wholesale Loan - -	240
995.	Appointment Scheduling - -	60
495.	Work Orders - -	60
695.	Bill of Materials - -	60
695.	Work in Process - -	60
	<u>SIDE ORDERS</u>	
695.	General Ledger - -	60
495.	Accounts Payable - -	60
495.	Accounts Receivable - -	60
695.	Payroll - -	90
495.	Inventory Control - -	60
495.	Purchase Orders - -	60
795.	Retail point of Sale - -	90
595.	Order Entry - -	60
	<u>ENTREE'S</u>	
1495.	Client Write-up - -	150
2495.	Legal - -	150
4995.	Medical - -	300
4995.	Dental - -	300
2495.	Pharmacy - -	150
2995.	Manufactured Housing - -	180
1995.	Building Products Dealer - -	120
2495.	Office Products Dealer - -	150
1495.	Video Rental - -	90
1495.	Hotel/Motel - -	90
1495.	Restaurant - -	90
1495.	Bar - -	90
1995.	Cemetery - -	120
1495.	Grain Elevator - -	90
2495.	Seed Processor - -	150
1995.	Produce Packer - -	120
	<u>DESSERT</u>	
1995.- -	ZipCode(tm) - -	300

CANNED KNOWLEDGE, CORP.

DEALER SALES AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 19____,

between Canned Knowledge, Corp., a Corporation organized under the laws of the state of Missouri, with its principal place of business at Pineville, Mo. 64856, hereinafter called "CKC and _____

_____, a _____ organized under the laws of the state of _____,

with its principal place of business at _____

_____, hereinafter called "Dealer". In consideration of the

following covenants, it is agreed that:

1. Purpose of Agreement

The purpose of this Agreement is to promote through direct sales and service efforts the development of the sales to end-user customers of CKC Products. This is to be accomplished through Dealer's sales to end-users of CKC Products to be sold, installed and serviced by Dealer to the reasonable satisfaction of Dealer's end-user purchasers. Dealer will promote this purpose to the best of his ability in accordance with the terms of this Agreement and with policies which may be established from time to time by CKC.

In this regard, Dealer will inform potential customers fully and in detail concerning the characteristics and availability of all CKC Products; employ and give full support to the display and merchandising techniques recommended by CKC from time to time; and meet, and work aggressively to develop, the demand for CKC Products in Dealer's marketing area. CKC will assist Dealer in developing sales and promotional methods for the effective distribution and sale of CKC Products and will furnish to Dealer and his employees training in the selling and servicing of CKC Products.

2. Intention of parties.

CKC and Dealer agree that they intend to act in a fair and ethical manner to each other and to Dealer's end-user purchasers throughout the term of this Agreement.

3. Servicing and installation.

The proper servicing and installation of CKC Products are essential to the development of the sales of CKC Products, and Dealer covenants to use his best efforts to provide such proper installation and service, to Dealer's end-user customers. Dealer will inform end-user of CKC's TAC support.

4. Application of Agreement.

This Agreement applies only to the software products, (Library) CKC has made available for resale. CKC may remove or add Products from the Library without Dealer's consent.

5. Marketing area.

CKC hereby appoints Dealer as a non-exclusive Dealer in CKC Products, with responsibility to serve and develop trade for CKC Products among end-user customers in the following marketing area:

CKC may refer inquiries from potential end-user customers regarding the sale, lease or rental of CKC Products within Dealer's marketing area to Dealer.

6. Dealer's personnel.

CKC and Dealer agree that Dealer's ability to sell, install, maintain and service CKC Products properly is the primary basis for this Agreement. Dealers agree to employ and maintain personnel of high character and competence in numbers sufficient to satisfy local demand and to insure adequate sales of CKC Products.

7. Independent dealer.

Dealer agrees that its business will be conducted as an independent dealership with respect to CKC Products and in such a manner that no claims arising out of the conduct of such local governmental body or authority, or by any other third party. It is expressly understood that Dealer does not in any way constitute an agent or legal representative for CKC for any purpose whatsoever.

8. Prices.

Prices of CKC Products charged will be CKC's Suggested Dealer Prices or such other prices as CKC may announce to Dealer from time to time.

9. Passage of title and risk of loss.

CKC will retain title and complete ownership and copyrights to the vertical software products shipped to the dealer and will grant a 25 year license to use the product to the end-user upon receipt of notification of sale and payment from the dealer. Products purchased by Dealer from CKC, not developed by CKC will be subject to the terms set forth by the product owner.

10. Shipment; expenses of shipment.

CKC agrees to make shipment on Dealer's orders as soon as practicable after they have been approved for shipment by CKC's Credit Department, but CKC shall not be liable in any manner for failure to ship products for any reason.

11. Price changes; Dealer prices.

CKC reserves the right to increase prices at any time upon written notice to Dealer. Dealer may resell CKC Products at such prices and on such terms as Dealer deems appropriate.

12. Payment terms.

Payment terms for products sold hereunder are C.O.D. unless CKC in its sole discretion elects to extend credit to Dealer. If Dealer wishes to be considered for credit, Dealer shall supply CKC, when requested, information sufficient to permit CKC's Credit Department at its exclusive discretion to extend credit. Any such credit privileges may be withdrawn at any time at CKC's sole discretion. Further, when Dealer's account is in arrears more than 60 days after written notice of such arrearage to Dealer, this Agreement may be terminated at CKC's discretion, as provided in Section 21.

13. Sales by Dealer outside Dealer's marketing area.

Dealer may sell Products for installation outside Dealer's marketing area only upon the condition that Dealer provide for proper installation and service of such Products.

14. Telephone listing.

Dealer agrees to advertise in the classified section of the telephone directory in his marketing area under the CKC trademark in the appropriate classification.

15. Use of CKC name.

Dealer agrees to display prominently in his place(s) of business an authorized CKC Dealer decal provided by CKC. Dealer is further authorized to identify in his advertising the fact that he is a CKC Dealer. Dealer shall have a nonexclusive, nontransferable license solely during the term of this Agreement, to use the logos, trade names, trademarks, names, model nomenclatures, and typefaces constituting the Company image of CKC; but only in connection with Dealer's promotion and sale of CKC Products. Dealer shall have the foregoing rights only if and only so long as (I) such use is truthful, not misleading,, lawful and commercially reasonable and (II) Dealer takes all steps necessary to protect CKC's exclusive ownership of such trade names, trademarks, logos, etc. CKC retains the sole ownership copyright of and all rights to such trade names, trademarks, logos, etc. Dealer shall not have any interest in any such trademark, trade name, logo, etc., other than the foregoing limited license, which license shall automatically and immediately cease if required by process of law and, in any event, upon termination of this Agreement. Dealer shall in no event be entitled to alter the logos, trade names, trademarks, names, model nomenclatures and typefaces constituting the Company image of CKC or to use the aforesaid in connection with any other name(s) or logo(s).

All Products which are sold by Dealer and which bear an authorized CKC trade name, trademark, or logo, must bear such CKC trade name, trademark, or logo, and no other except for those authorized by CKC in writing.

16. Outside obligations.

Dealer shall have no right or authority to incur on behalf of CKC any obligation of any kind, either express or implied, unless the obligation is expressly assumed in writing by CKC.

17. Software license.

A. Dealer is granted a non-exclusive license during the term of this Agreement to use and further sublicense the use of the software included in the Products only on CKC furnished Products. Distributor agrees that all software delivered under this Agreement is only for the said use, and that despite any use of the terms "purchase" and "sale" in connection with software, Dealer has no interest in the software obtained by it other than the license rights specifically set forth in this paragraph. Except as separately agreed to in writing by CKC, Dealer may not modify in any way, or copy or otherwise reproduce in any form, any computer software or program (including manuals and any other supplied documentation) supplied with any product or purchased hereunder.

B. Dealer will comply with the policies and requirements of CKC in effect from time to time with respect to (I) the licensing by CKC of its proprietary, protected or confidential material, products and information and (II) any products which are subject to one or more license agreements between CKC and third parties. In addition, Dealer will conform to and comply with all the requirements of any such third party license agreement(s). Distributor or CKC will inform Dealer of Dealer's obligations under any applicable third party license agreement(s).

18. Patent CKC indemnity.

A. CKC will, at CKC's expense, indemnify and hold Dealer harmless against any loss, damage or claim resulting from or in connection with a claim that any Product manufactured by CKC (or for CKC according to CKC's design) and furnished under this Agreement and sold by Dealer constitutes an infringement of any United States patent, provided that Dealer notifies CKC, in writing, immediately when Dealer receives notice of such a claim of infringement, and provided CKC is given full information, assistance, authority and control in defending or settling such a claim.

Dealer may participate, at its expense, in any such suit or claim; however, Dealer shall perform no act or permit any omission the effect of which may be to prejudice CKC's defense thereof or increase CKC's liability hereunder.

18. Patent CKC indemnity. (Cont'd)

B. Notwithstanding the foregoing, CKC shall have no liability whatsoever in respect to any alleged infringement based on the use of the Products in a manner for which they were not intended by CKC, or resulting from a modification of any of the Products, or parts thereof, after their sale by CKC to Dealer.

C. If a Product is held by a court of competent jurisdiction to constitute an infringement of such a patent or the sale of said Product is enjoined, and if CKC thereto, then CKC will, promptly at its own expense and at its option, (I) procure for Dealer the right to continue selling said Product(s) or (II) replace the same with Product(s) that are substantially equivalent and noninfringing or (III) refund to Dealer the purchase price of said Product(s), less depreciation on a straight-line basis over the life of the Product (as reasonably determined by CKC) for the use of the Product.

D. The provisions of this Section 18 shall constitute the entire liability of CKC for any claim based upon or related to the alleged infringement of any intellectual property rights.

19. Sole Agreement.

This Agreement is the only Agreement between CKC and Dealer with respect to the subject matter hereof.

20. No Assignment.

Neither this Agreement nor any right hereunder is transferable or assignable by either party, either voluntarily or by operation of law, and any attempt to transfer or assignment shall automatically and immediately terminate this Agreement. In the event Dealer is a partnership or proprietorship, this Agreement shall automatically and immediately terminate upon dissolution of the partnership or the death of the proprietor. In the event Dealer is a corporation, if more than fifty (50) percent of the stock of the corporation is purchased, sold, transferred or contracted to individuals other than the present principal stockholders, this Agreement shall automatically and immediately terminate.

21. Term and termination.

This Agreement shall have an initial term of one year and shall continue in force from year to year thereafter unless terminated as follows:

(a) CKC may terminate the Agreement without cause at the end of the initial term or any annual renewal term upon 30 days' written notice to Dealer. Dealer may terminate this Agreement at any time without cause upon 30 days' written notice to CKC.

(b) CKC may terminate this Agreement immediately upon written notice to Dealer. Dealer may terminate this Agreement at any time without cause upon 30 days' written notice to CKC.

(c) CKC may terminate this Agreement immediately upon written notice to Dealer if Dealer's account with CKC is in arrears more than 60 days after written notice of such arrearage to Dealer.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

Canned Knowledge, Crop.

("Dealer")

BY _____

BY _____

Title _____

Title _____



TM

**Canned Knowledge
Corporation**

MEDICAL OFFICE MANAGER



**Canned Knowledge
Corporation**

Medical Office Manager

The Medical Office Manager provides the modern physician, medical clinic personnel, and other medical professionals with the ability to maintain accurate and thorough records. The purpose of this package is to streamline the entire process of maintaining patient records on an ongoing, daily basis. Information provided relates to patients, guarantors, insurance companies, accounts receivable, treatment/product pricing, facilities at which medical services are provided, and diagnostic descriptions and treatment.

Medical Office Manager features:

- Generates invoices, patient mailing lists, and mailing labels.
- Generates a wide variety of



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Medical Office Manager

The Medical Office Manager provides the modern physician, medical clinic personnel, and other medical professionals with the ability to maintain accurate and thorough records. The purpose of this package is to streamline the entire process of maintaining patient records on an ongoing, daily basis. Information provided relates to patients, guarantors, insurance companies, accounts receivable, treatment/product pricing, facilities at which medical services are provided, and diagnostic descriptions and treatment.

Medical Office Manager features:

- ▶ Generates invoices, patient mailing lists, and mailing labels.
- ▶ Generates a wide variety of useful reports, including:
 - Guarantor by Name
 - Guarantor Insurance
 - Insurance Companies
 - Insurance by Description
 - Facility Codes
 - Accounts Receivable
 - Attending Doctor Register
 - Patient Register
 - Emergency Contact
 - Current Billing by Transaction, Guarantor, Doctor, and Treatment
 - Courtesy Estimate
 - Transaction Account
- ▶ Ages accounts receivable in increments of 30, 60, 120, 150, and over 180 days overdue.





Medical Office Manager

The Medical Office Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of modern medical office management. Medical Office Manager has been designed by experienced physicians, working in cooperation with accountants to develop a system that adheres to both medical and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with an easily readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Maintains thorough, ongoing, accurate records for the modern physician and medical office personnel.
- ▶ Generates invoices, patient mailing lists, and mailing labels.
- ▶ Generates a wide variety of reports, including:
 - GUARANTOR BY CODE provides such guarantor information as name, address, account number, and whether an active claim exists, listed by guarantor code.
 - GUARANTOR BY NAME provides a printout of guarantor information, listed by guarantor name.
 - GUARANTOR INSURANCE REPORT provides insurance information relating to the guarantor (e.g., insurance company, group code, policy code, coverage dates, and so on).
 - INSURANCE COMPANIES lists all insurance companies in the system by company code.
 - INSURANCE BY DESCRIPTION provides descriptions of the appropriate companies.
 - FACILITY CODES details all places where medical services are provided to the patient.
 - EMPLOYER COMPANY INSURANCE provides information concerning the employer's insurance by employer code.
 - EMPLOYER INSURANCE BY NAME provides information concerning the employer's insurance by employer name.
 - A/R BY GUARANTOR provides such accounts receivable information as balances, billing dates, and payment dates and amounts, listed by guarantor code.
 - ATTENDING DOCTOR REGISTER provides the attending doctor register listed by doctor code.
 - PRINT PATIENT REGISTER provides a profile of the patient.
- EMERGENCY CONTACT lists patients who have received emergency care.
- CURRENT BILLING BY TRANSACTION provides current billing information (e.g., patient code, time and date when services were provided, product/treatment code, and diagnostic code) listed by transaction code.
- CURRENT BILLING BY GUARANTOR provides current billing information by guarantor code.
- CURRENT BILLING BY DOCTOR provides current billing information by doctor code.
- CURRENT BILLING BY TREATMENT provides current billing information by treatment/product code.
- COURTESY ESTIMATE provides a cost estimate of the medical services required by the patient.
- TRANSACTION REPORT provides a daily log by transaction code.
- ▶ Ages accounts receivable in increments of 30, 60, 90, 120, 150, and over 180 days overdue.
- ▶ User-friendly prompts and concise user's guide.

Medical Office Manager can be used in conjunction with the General Management functions to handle the accounting needs of the business. Thus, the individual physician can use the Medical Office Manager with the General Ledger to handle specific accounts, and can even run the payroll.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

Note: We recommend that you use a hard disk computer so that you have at least 10 megabytes of data storage. Additionally a 132-column printer is required.

Be sure to ask your dealer about our Telephone Assistance and Consultation Support!

ZIPCODE is a trademark of Canned Knowledge, Corp.



**Canned Knowledge
Corporation**

Pineville, MO 64856
417/226-4404

Printed in U.S.A.



**Canned Knowledge
Corporation**

Wholesale Loan Manager

Wholesale Loan Manager is designed specifically for the bank manager who must maintain an account of capital goods sold on the wholesale market and the associated loans (and insurance, when applicable). This powerful and flexible system can handle automobile and other simple-interest loans. With this package, you can simplify and streamline the entire wholesale loan process.

Wholesale Loan Manager performs such functions as:

- ▶ A variety of daily interest calculations, including floating prime plus a fixed percentage, a fixed interest amount, and a floating prime times a factor.
- ▶ Billing procedures to account for interest, insurance, flat fees, curtailments, credit lines, and balances due.
- ▶ Posting procedures that allow for float time between receipt of payment and actual posting.



Wholesale Loan Manager

Wholesale Loan Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of the modern banker. Wholesale Loan Manager has been designed by experienced bankers, working in cooperation with accountants to develop a system that adheres to both wholesale loan management and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

► Performs daily interest calculations based on:

- 1) a floating prime plus a fixed percentage
- 2) a fixed interest amount
- 3) a floating prime times a factor

All rates may be subjected to a ceiling and a floor.

► Performs billing procedures to account for:

- 1) interest
- 2) insurance
- 3) flat fees
- 4) curtailments
- 5) credit lines
- 6) balances due

► Performs posting procedures that allow for float time between actual receipt of payment and actual posting. Program also reverses accrued interest on amounts already paid. Note: Posting procedures have the ability to create an audit/ history file.

► Includes option to bill on either a percentage or a dollar amount for flat fees or insurance.

- Four classes of loans are available to the dealers.
- Loans are accessed by last 6 digits of the serial number.
- Insurance, flat fees, and interest are applied against the dealer, while the curtailments are applied against the individual loan.
- All interest calculations are simple interest.
- User-friendly prompts and concise user's guide.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

Note: We recommend that you use a hard disk computer so that you have at least 10 megabytes of data storage. Additionally a 132-column printer is required.

Be sure to ask your dealer about our Telephone Assistance and Consultation Support!



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Client Write-Up Manager

The Client Write-Up Manager has been designed specifically for the certified public accountant or any business professional who must prepare and maintain the financial records for multiple businesses. This powerful package combines the features of two programs: General Ledger and an "after-the-fact" Payroll. With the Client Write-Up Manager, records for multiple businesses can be constantly updated for completeness and accuracy.

Client Write-Up Manager features:

- ▶ Provides essential accounting data, including worksheets, statements, and balance sheets
- ▶ Enables not only department/divisional consolidations but multiple company consolidations
- ▶ User-defined chart of accounts
- ▶ General ledger showing entries to any or all accounts
- ▶ Complete journals for all entries
- ▶ Automatically reverses entries from one period to the next, and posts recurring entries
- ▶ Produces check registers in numbered order for bank reconciliations
- ▶ Income statement
- ▶ Statement of changes in financial position
- ▶ Budget analysis
- ▶ Enables users to generate and update payroll records
- ▶ Generates general ledger and payroll reports



Client Write-Up Manager

The Client Write-Up Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of the modern accounting professional. Client Write-Up Manager has been designed by experienced accountants, and strictly adheres to both business and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with an easily readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Streamlines the entire managerial analysis process, enabling the professional accountant to maintain and modify financial records.
- ▶ Standard general ledger reports for formal and informal reporting.
- ▶ Automatically reverses entries from one period to the next, and posts recurring entries.
- ▶ Makes period adjustments.
- ▶ Produces check registers in numbered order for bank reconciliations.
- ▶ Customized formal statement headings and account titles to better suit the needs of individual companies.
- ▶ Budgeting data and statements of changes in financial position. Simplifies budgetary analysis process. The balance of each account can be compared to its budgeted amount along with its variance.
- ▶ Provides a variety of essential accounting data such as worksheets, statements, and balance sheets. Allows preparation and adjustment of journal entries.
- ▶ Generates a wide variety of General Ledger reports:
 - CLASSIFICATION CODES
 - CHANGES IN FINANCIAL POSITION
 - JOURNAL TITLES AND CODES
 - INCOME STATEMENT
 - PRIOR YEAR G/L BY MONTH
 - COMPARATIVE G/L ANALYSIS
 - COMPARATIVE G/L BY MONTH
 - G/L ACCOUNT ANALYSIS
 - CLOSE OUT YEAR
 - CLOSE OUT MONTH
 - RECURRING JOURNAL ENTRIES
- ▶ Provides consolidated financial statements resulting from (1) the operations of different divisions within a company or (2) different companies within a conglomerate.
(Note: The General Ledger program can accommodate up to 1,296 subsidiaries and divisions.)
- ▶ Supports a virtually unlimited number of accounts (7.92×10^{28}). Account numbers may consist of up to 12 letters, numbers, and special characters.
- ▶ Provides current FICA tax rate and taxable pay limit data.
- ▶ Provides information relating to the payment of salaries, wages, and associated deductions.
- ▶ Generates a variety of Payroll reports, including:
 - PAYROLL CHECK REGISTER
 - POST PAYROLL TO G/L
 - EMPLOYEE DATA LISTING
 - EMPLOYEE FICA ANALYSIS
 - EMPLOYEE PAYROLL SUMMARY
 - W-2 FORM(S)
- ▶ User-friendly prompts and concise user's guide.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

Note: We recommend that you use a hard disk computer so that you have at least 10 megabytes of data storage. Additionally a 132-column printer is required.

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Law Office Manager

The Law Office Manager has been designed specifically for the modern lawyer and law office professionals who must maintain accurate and complete records of client accounts on a regular basis. The purpose of this package is to streamline the lawyer's entire business. In addition to information on clients, Law Office Manager provides an efficient method of managing accounts receivable.

Law Office Manager features include:

- ▶ Provides information relating to the courts and associated judges.
- ▶ Provides a docket calendar.
- ▶ Lists services offered with the associated billing rate or fee.
- ▶ Ages accounts receivable in increments of 30, 60, 90, and over 120 days overdue.
- ▶ Generates a wide variety of useful reports, including:
 - Client Listing
 - Accounts Receivable Balance Register
 - Case/Client file
 - Attorney Listing—Personnel
 - Judge Listing
 - Daily Transaction Register
 - Court Codes and Listing
 - End of Month Ledgers



Law Office Manager

Capabilities and features

- ▶ Maintains thorough, ongoing, accurate records for the modern lawyer and other law office professionals.
- ▶ Provides detailed client information.
- ▶ Provides information relating to the courts and associated judges.
- ▶ Generates a wide variety of reports:
 - CLIENT LISTING provides all the pertinent information stored in the Client Accounts Receivable file sorted by Last Name Alpha Code.
 - A/R BALANCE REGISTER BY CLIENT CODE provides detailed accounts receivable information for the law firm's clients by Client Code.
 - A/R BALANCE REGISTER BY NAME provides detailed accounts receivable information for the law firm's clients by Last Name Alpha Code.
 - A/R AGING REPORT BY NAME provides the firm's accounts receivable information for each client with a detailed listing of overdue balances by Last Name Alpha Code.
 - A/R AGING REPORT BY CLIENT CODE provides the firm's accounts receivable information for each client with a detailed listing of overdue balances by Client Code.
 - CASE/CLIENT FILE provides all information contained in the Case/Client file by Case ID.
 - CLIENT/CASE BY CLIENT CODE provides a list of each case for a specified client with the associated billing information.
 - ATTORNEY DOCKET BY ATTORNEY provides all the information contained in the Docket Calendar file by Attorney ID.
 - ATTORNEY DOCKET BY DATE provides all the information contained in the Docket Calendar file.
 - ATTORNEY LISTING-PERSONNEL provides all

the information contained in the Employee/Attorney file.

- ATTORNEY HOURLY BILLING provides the billings associated for each attorney.
- JUDGE LISTING BY JUDGE CODE provides all the pertinent information contained in the Judge file by Judge Code.
- JUDGE LISTING BY NAME provides all the pertinent information in the Judge file by name.
- DAILY PAYMENT/ADJUSTMENT REPORT provides a list of payments made for the current day.
- SERVICE CODE DESCRIPTION LISTING provides all the information in the Service Description file.
- CASE CODE/DESCRIPTION LISTING provides all the pertinent information contained in the Case Type Code file.
- COURT CODES AND LISTING provides all the information contained in the Court file.
- DAILY TRANSACTION REGISTER provides information relating to the transactions that have occurred during the day.
- END OF MONTH LEDGERS BY CLIENT, EMPLOYEE, AND CASE.

Law Office Manager can be used in conjunction with the General Management functions to handle the accounting needs of the business. Thus, the individual lawyer can use the Law Office Manager with the General Ledger to handle specific accounts, and can even run the payroll.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

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Pharmacy Manager

The Pharmacy Manager is an integrated pharmacy/accounts receivable package that provides the modern pharmacist with all the information necessary to easily and accurately:

- ▶ enter prescriptions
- ▶ maintain records on patients
- ▶ fill prescriptions
- ▶ maintain acceptable inventory levels
- ▶ prepare PCS and Medicaid forms
- ▶ prepare billings

In particular, the Pharmacy business package enables the pharmacist to:

- ▶ reduce the probability of errors in the filling of prescriptions.
- ▶ maintain a perpetual drug inventory.
- ▶ report requirements set forth by both state and federal regulatory authorities.
- ▶ maintain a daily log with a gross profit report as well as information pertaining to new and refill prescriptions.
- ▶ choose from 1,000 pricing schedules.
- ▶ print multiple or duplicate labels for refill prescription purposes.
- ▶ print insurance, Medicaid, and PCS forms.





Pharmacy Manager

Pharmacy Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of the modern pharmacist. Pharmacy Manager has been designed by experienced pharmacists, working in cooperation with accountants to develop a system that adheres to both pharmacy management and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Provides the pharmacist with all the information necessary to fill prescriptions, prepare Medicaid and PCS forms, maintain acceptable inventory levels, and prepare billings.
- ▶ Provides daily log for users which contains:
 - gross profit report
 - new and refill prescription information
 - information to separate narcotic and controlled prescriptions from non-controlled prescriptions
- ▶ Has over 1,000 possible pricing schedules. A straight fee, percentage of markup, sliding scale, or any combination of these pricing methods can be used. Special pricing by quantity or price range allows special and regular pricing of any drug.
- ▶ Helps to reduce the possibility of errors in the prescription-filling process by validating the doctor's name, the patient's number, the sig number, and the NDC number.
- ▶ Easily accesses the patient's profile to obtain a listing of the allergies to further ensure that the proper medication is being dispensed.
- ▶ Handles all reporting requirements established by both state and federal regulatory authorities.
- ▶ Provides quick access to delinquent accounts via the aging of accounts receivable (increments of 30, 60, 90, and over 120 days).
- ▶ Enables pharmacists to quickly identify and rebill delinquent accounts.
- ▶ Uses accepted Rx codes and naming conventions.
- ▶ Prints insurance forms with all required data.
- ▶ Provides third-party billing of Medicaid and PCS.
- ▶ Provides drug utilization information.

Generates these reports:

- Drug Inventory
 - Doctor's ID
 - Medicaid Ledger
 - Medicaid Forms
 - PCS Register
 - PCS Forms
 - Prescriptions Daily Log
 - Pricing File
 - Patient Profile by Number and Alpha
 - Patient by Prescription
 - Distribution by Drug
 - SIG Record
 - Drug Receipts List
- ▶ Accounts Receivable (Balance Forward) package enables:
- aging of accounts receivable
 - preparation of monthly billing statements
- ▶ User-friendly prompts and concise user's guide.

Pharmacy Manager can be used in conjunction with the General Management functions to handle the accounting needs of the business. Thus, the individual pharmacist can use the Pharmacy Manager with the General Ledger to handle financials, and can even run the payroll.

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Manufactured Housing Manager

The Manufactured Housing Manager system is designed for the manager who needs to streamline and simplify the process of manufacturing mobile/modular homes. This all-inclusive, versatile package can accomplish most of the tasks the manager needs to perform.

The Manufactured Housing Manager contains four systems:

1. **Work Orders**—an efficient system for the control of manufacturing processes through the issuance and monitoring of work orders. Provides detailed information concerning the product.
2. **Bill of Materials**—allows the manager to track all items manufactured, as well as materials and components used.
3. **Work in Process**—merges bill of materials data with the corresponding work order. Generates scheduling procedures and a finished goods inventory.
4. **Manufacturer's Inventory**—generates location codes for work-in-process inventories. Keeps track of inventory location and accounts for transportation, environmental, and time/motion factors.

A Purchase Order package is available which provides all the information necessary to complete and maintain an account of purchase orders.



Manufactured Housing Manager

Manufactured Housing Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of modern manufactured housing management. Manufactured Housing Manager has been designed by experienced personnel, working in cooperation with accountants to develop a system that adheres to both manufactured housing and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Provides information necessary to streamline the entire manufacturing process, from generating initial work orders to maintaining manufacturing inventory lists.
- ▶ Work Order program that allows the user to generate:
 - Personal data on all customers.
 - All work order information, including contractual and shipping data. Customized subroutines will move customer address, etc. into work order address if response to "Drop Shipped" prompt is "No."
 - Simple alpha characters which explain any exceptions to the standard bill of materials process.
- ▶ Bill of Materials (BOM) program allows user to:
 - Change labor times and rates without physically modifying labor files.
 - Assign codes to isolate manufacturing functions such as plumbing and roofing categorically, which enables isolation of like variable costs. Note: An option is available for PERT/CPM network analysis.
 - Enter ASCII text for standard bill of materials processing.
 - Generate simple descriptions of each bill of materials entry to be entered. File is used for verification.
 - Enter Bill of Materials after standard labor, activity codes, BOM descriptions, and work in process have been entered.
- ▶ Work in Process (WIP) is a custom program that:
 1. Simply copies the BOM data that corresponds to a given work order into the WIP file. Transfer of data is a simple read/write batch process that is prefaced by first matching the operator-entered data to: (a) an existing BOM number in the BOM description file; and (b) a matching and existing contract number in the work order file.
- 2. Allows the user to check output from the custom program and change the WIP file.
- 3. Provides a routine—Setup Scheduling—which can be used to enter information about mobile/modular home scheduling (i.e., inventory/work order/time evaluation).
- 4. Allows the setup of a Finished Goods Inventory conditionally based on a code that designated the entry as finished or not finished.
- ▶ The Manufacturer's Inventory program that allows:
 - A table of locations code to be established for WIP inventory. Helps manager to keep track of where inventories are located and manage transportation, environmental shrinkage, and time/motion elements.
 - WIP inventory data entry after location codes and vendor codes have been set up.
- ▶ User-friendly prompts and concise user's guide.

Manufactured Housing Manager can be used in conjunction with the General Management functions to handle the accounting needs of the business. Thus, the individuals can use the Manufactured Housing Manager package with the General Ledger to handle financials, and can even run the payroll.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

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Video Tape Rental Manager

The Video Tape Rental Manager is designed to run the video store manager's entire business—from the tape rental process to check transactions. This complete application package is capable of accomplishing every function a video tape rental manager must perform. What was once time-consuming and costly is now automatic and economical.

The Video Tape Rental Manager is capable of generating:

- ▶ Comprehensive customer data reports.
- ▶ Line-by-line records of point-of-rental transactions.
- ▶ Rental maintenance reports enabling you to:
 - update transaction records
 - daily append old transaction accounts to a transaction history file
 - maintain tape usage records over any 3-month period
- ▶ Inventory reports which allow quick and easy inquiries and provide comprehensive rental data by title and due date.
- ▶ Tables of valid video tape manufacturers.



Video Tape Rental Manager

Video Tape Rental Manager is a Targeted Management System (TMS) that has been tailored specifically to solve the unique problems of modern video tape rental management. Video Tape Rental Manager has been designed by experienced people in the video tape business, working in cooperation with accountants to develop a system that adheres to both video tape rental management and accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Generates detailed customer data reports, regardless of whether or not customer is a member of a store-rental program.
- ▶ Prints the data reports in alphabetical format. Customer data report includes:
 - personal identification number
 - machine format numbers
 - expiration date
- ▶ Provides line-by-line transaction reports which include:
 - Sales ticket
 - Rental date
 - Customer code
 - Transaction method
 - Salesperson's identification number
 - Stock number
 - Date due
 - Rental days
 - Rental price
 - Category and rental codes
 - Tax rates
- ▶ Provides these Rental Maintenance reports:
 - RETURN INVENTORY updates the transaction records with "RR" (return rental) and resets rental inventory records to be available for rental again.
 - CLOSE END OF DAY is a customized program that compresses the transaction file and appends the old transaction records into the transaction history file.

- CLOSE END OF MONTH is a customized program that tracks an individual tape's usage through any given three-month period.
- ▶ Maintains detailed inventory reports to enable quick inquiries. Stock-on-hand listings are provided by title and due date.
- ▶ Provides detailed tape manufacturer information in table format.
- ▶ User-friendly prompts and concise user's guide.

Video Tape Rental Manager can be used in conjunction with the General Management functions to handle the accounting needs of the business. Thus, the individual video tape rental manager can use the Video Tape Rental package with the General Ledger to handle financials, and can even run the payroll.

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Fixed Assets

Fixed Assets is a complete fixed asset accounting and depreciation package which uses the latest approved depreciation methods. With this package, users can make the record-keeping process not only easier but more efficient. Fixed Assets includes routines for:

- ▶ calculating depreciation by straight line
- ▶ declining balance
- ▶ sum-of-years digits
- ▶ units of production
- ▶ Accelerated Cost Recovery Schedule (ACRS)

Fixed Assets also enables users to evaluate each asset for federal and state tax, and for book and market purposes. The history, including maintenance and repair, is tracked for each asset. Return On Assets (ROA) is computed by both department and location. A wide variety of multi-level management reports are available, and identification labels are provided to attach to each asset.



Fixed Assets

Fixed Assets is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in targeted businesses, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Tracks depreciation from the time of asset acquisition to asset disposition for book, state, and federal purposes.
- ▶ Depreciation methods include:
 - Straight Line
 - 125%, 150%, and 200% Declining Balance
 - Sum of the Years Digits
 - Accelerated Cost Recovery Schedule (ACRS)
 - ACRS for real estate
 - ACRS for low-income housing
 - Units of Production
- ▶ Provides a wide variety of management reports, including these titles:
 - Categories and Balances
 - Period and Balances
 - ACRS
 - Divisions and Balances
 - Depreciation Journal Entries
 - Location and Balances
 - Custody
 - Depr Book vs Federal
 - Depr Book vs State
 - Federal, Book, State Basis
 - Retirements Federal, State, Book
 - Additions Federal, State, Book
 - Assets by Asset ID#
 - ITC Claimed
 - ITC Recaptured
 - Update/Deletions

- Retirements Market
- Market Value Updates
- Depreciation
- Transfers
- Units

- ▶ Several screen inquiry formats are available.
- ▶ Computes depreciation accurately to the day for both short- and long-range financial planning.
- ▶ Maintains the current market value of assets.
- ▶ Determines the optimal period for switching from an accelerated depreciation method to the straight line remaining method.
- ▶ User-friendly prompts and concise user's guide.

Fixed Assets can be used in conjunction with other TMS's.

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Appointments

Appointment Scheduling has been designed specifically for the professional businessperson who requires assistance in the scheduling of appointments. This powerful business application package is capable of structuring and maintaining a virtually unlimited number of appointments. Appointments for up to 42,840 different locations and individuals can be handled by the Appointment Scheduling package.

Appointment Scheduling's features include:

- ▶ Appointment file that includes the location, date, time slot, time period, individual, person to be seen, address, phone, ending time, and comment.
- ▶ Scheduling Calendar file that includes the company name, beginning date, day of the week, and days in schedule.
- ▶ Identification file for identifying locations and individuals.
- ▶ Client/Patient Profile file (optional) contains complete personal information about the client and/or patient.
- ▶ Appointment Codes file contains all appointment codes that are used by the company/professional.



Appointments

Appointment Scheduling is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in the targeted business, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Capable of structuring and maintaining a virtually unlimited number of appointments. Appointments for up to 42,840 different locations and individuals can be maintained by this package.
- ▶ Enter Appointments program sets up calendar: a 120-day calendar requires about 120K of disk space; a full year requires about 360K.
- ▶ Generates the following reports:
 - APPOINTMENTS BY LOCATION provides the user with a wide range of appointments by location. Other information includes the individual (i.e., the doctor, company representative, lawyer, etc.), person to be seen, date, beginning time, ending time, and appointment code.
 - APPOINTMENTS BY INDIVIDUAL provides the user with a list of appointments by individual; report includes location, person to be seen, date, beginning time, ending time, and appointment code.
 - SCHEDULING CALENDAR provides the user with information about the calendar setup for the company; report includes company, beginning date, day of week, and the number of days in the schedule.
 - IDENTIFICATION CODES provides the user with information concerning individuals and locations within the Manager; this report includes individual/location code, name, address, phone, and the time available for scheduling.
 - CLIENT/PATIENT PROFILE is an option that provides a printout of patients/clients by client/patient number; this report includes patient/client number, address, home phone, and work phone.

- CLIENT/PATIENT PROFILE BY NAME is an option that provides a printout of patients/clients by last name; report includes patient/client number, address, home phone, and work phone.
- APPOINTMENT CODES provides the appointment codes entered by the user; report includes the appointment codes and the associated descriptions.
- ▶ User-friendly prompts and concise user's guide.

Appointment Scheduling can be used in conjunction with other TMS's. Thus doctors, lawyers, or indeed anyone whose business involves the careful scheduling of appointments, can make better use of their time.

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General Ledger

General Ledger is a complete financial accounting package which allows users—ranging from the small business professional to accountants—to streamline the managerial analysis process. This extremely flexible and powerful package has been designed for easy setup, simple operation, and precise reporting. General Ledger enables not only department/divisional consolidations but multiple company consolidations. Essential accounting data—including worksheets, statements, and balance sheets—is provided in a concise and timely manner.

General Ledger's features include:

- ▶ User-defined chart of accounts
- ▶ Custom headings and account titles
- ▶ Consolidated statements
- ▶ Comparative statements
- ▶ Prints worksheet for working trial balance
- ▶ General ledger
- ▶ Trial balance
- ▶ Balance sheet
- ▶ Income statement
- ▶ Statement of changes in financial position
- ▶ Budget analysis
- ▶ User-friendly prompts and concise user's guide



General Ledger

General Ledger is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in targeted businesses, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Standard general ledger reports for formal and informal reporting.
- ▶ Customized formal statement headings and account titles to better suit the needs of individual companies.
- ▶ Budgeting data and statements of changes in financial position. Simplifies budgetary analysis process. The balance of each account can be compared to its budgeted amount along with its variance.
- ▶ Accounting data such as worksheets, statements, and balance sheets. Allows preparation and adjustment of journal entries.
- ▶ Generates a wide variety of reports and listings, including:
 - CLASSIFICATION CODES
 - UPDATE CLASSIFICATION BALANCES
 - CHANGES IN FINANCIAL POSITION (tables included)
 - DISPLAY GENERAL LEDGER ACCOUNT ACTIVITY
 - JOURNAL ENTRIES
 - GENERAL LEDGER
 - JOURNAL TITLES AND CODES
 - BALANCE SHEET
 - INCOME STATEMENT
 - CHART OF ACCOUNTS
 - WORKING TRIAL BALANCE
 - TRIAL BALANCE
 - GENERAL LEDGER ACCOUNTS
 - PRIOR YEAR G/L BY MONTH
 - COMPARATIVE G/L ANALYSIS
- COMPARATIVE G/L BY MONTH
- G/L BUDGET ANALYSIS
- SUB TO G/L LINKAGE
- SUB TO SUM X-REF WORKSHEET
- SUB TO SUM X-REF
- SUM TO SUB X-REF
- G/L ACCOUNT ANALYSIS
- CLOSE OUT MONTH
- CLOSE OUT YEAR
- RECURRING JOURNAL ENTRIES
- ▶ Consolidated financial statements resulting from:
 - the operations of different divisions within a company; or
 - different companies within a conglomerate. (**Note:** The General Ledger can accommodate up to 1,296 subsidiaries and divisions.)
- ▶ Supports a virtually unlimited number of accounts (7.92×10^{28}). Account numbers may consist of letters, numbers, and special characters; and they can be up to 12 characters in length.

General Ledger can be used in conjunction with other TMS's. Additionally General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and Payroll can be combined to form a general business system.

The TMS family runs on a single computer or in a multi-user/network environment. This provides the ability to expand while not outgrowing the system that runs the business.

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Payroll

Payroll is a powerful business application package which enables users to generate, maintain, modify, and update employee payroll records. The Payroll package also produces the standard reports that are required by the government, including W-2 and FICA forms. As a result, the Payroll system allows users to greatly simplify the entire payroll process.

The Payroll package features:

- ▶ General ledger account numbers and account descriptions which will establish the linkages to the General Ledger package if or when you decide to integrate the two systems.
- ▶ A variety of informative reports, including a payroll check register, post payroll to the General Ledger, employee data listing, employee FICA analysis, employee payroll summary, and W-2 form(s).
- ▶ An add-on Payroll Time Entry module which has been designed to convert the standard Payroll package to a payroll time entry program.





Payroll

Payroll is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in targeted businesses, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Provides current FICA tax rate and taxable pay limit data.
- ▶ Provides the general ledger account numbers and account descriptions which will establish the linkages to the General Ledger package.
- ▶ Provides information relating to the payment of salaries, wages, and associated deductions.
- ▶ Provides information relating to payments made to employees.
- ▶ Generates a wide variety of reports, including the following:
 - PAYROLL CHECK REGISTER provides payroll data for the pay period arranged by check number.
 - POST PAYROLL TO G/L permits you to post the payroll accounts to the General Ledger if or when the General Ledger program is an integral part of your software package.
 - EMPLOYEE DATA LISTING provides detailed employee data, including vital statistics.
 - EMPLOYEE FICA ANALYSIS provides employee gross pay, FICA due, FICA withheld, and the difference for each employee.
 - EMPLOYEE PAYROLL SUMMARY provides summary data for each employee, including quarter and year to date summaries of pay, taxes withheld, and miscellaneous deductions.
 - W-2 FORM(S) permits the user to print W-2 forms for one, a range, or for all employees.
- ▶ Offers a special, add-on PAYROLL TIME ENTRY module which has been designed to convert the standard Payroll package to a payroll time entry system. Features added include:
 - ability to track labor usage by department.
 - maintains employee voluntary deductions.
 - maintains standard deductions (i.e., those deductions which apply to all employees).
 - computes payroll.
 - prints payroll checks.
 - prints time cards.
 - maintains tax tables.
 - tracks payroll data relating to employees.
- ▶ Provides user-friendly prompts and concise user's guide.

Payroll can be used in conjunction with other TMS's. Additionally General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and Payroll can be combined to form a general business system.

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Accounts Payable

Accounts Payable has been designed specifically for accounts payable personnel to simplify the control of payables. This package can be used as a stand-alone accounts payable package, or in conjunction with the General Ledger. Accounts Payable provides users with the programs necessary to:

- ▶ automatically write and print checks—individually or in groups.
- ▶ generate a wide variety of reports, including vendor/supplier balance, accounts payable ledger, open invoice list, and a vendor/supplier list.
- ▶ list current payables.
- ▶ post all activity automatically to the General Ledger.
- ▶ generate audit trail.
- ▶ easily and quickly view accounts payable information.

Accounts Payable also allows for easy input and updating of accounts payable information. As a result, records can be viewed easily, relevant data concerning balances and invoices is provided, and many functions become automatic.



Accounts Payable

Accounts Payable is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in targeted businesses, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Allows for easy input and updating of accounts payable data.
 - ▶ Facilitates record keeping and payment of invoices.
 - ▶ Once data is entered through this system, allows for it to be used by other compatible systems without re-entering it. As a result, the workload in terms of data entry is substantially reduced.
 - ▶ Simplifies the task of paying suppliers.
 - ▶ Generates the following reports:
 - vendor/supplier balance
 - accounts payable ledger
 - open invoice list
 - vendor/supplier list
 - ▶ Automatic check printing function enables users to select:
 - a specific supplier to be paid.
 - a select group of suppliers to be paid.
 - all suppliers to be paid.
 - ▶ Provides information regarding balances and totals for individual invoices.
 - ▶ Provides information regarding account balances.
 - ▶ Allows users to view accounts payable records to verify due dates, balances, etc., and to simplify the management of the accounts payable process.
- ▶ Accounts Payable System File—primary system file that includes the supplier code, an alternate reference to the supplier, the last name or some other easily remembered key reference, and the amount of business transacted with this supplier year to date.
 - ▶ Purchases Invoice File—maintains the records required to keep an accurate account of purchase invoices received and supplier balances payable and/or credits due.
 - ▶ User-friendly prompts and concise user's guide.

Accounts Payable can be used in conjunction with other TMS's. Additionally General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and Payroll can be combined to form a general business system.

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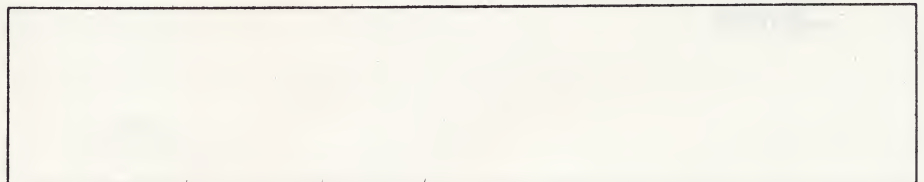
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Accounts Receivable

The Accounts Receivable (A/R) business application package has been designed for accounts receivable personnel to simplify and combine the receivable, order entry, and billing functions. Thus, A/R is a general-purpose system. The standard accounts receivable reports—including statements and aging for 30, 60, 90, and 120 days—are printed. Both balance forward (BF) and open item (OI) billing systems are available. With open item, users can "carry forward" all open items; that is, items will become billable at some future date, to be determined. The A/R package can be used in conjunction with Inventory Control, as well as other general accounting packages.

The Accounts Receivable package allows users to:

- ▶ easily enter and update invoice information.
- ▶ significantly reduce data inputting.
- ▶ quickly access delinquent accounts.
- ▶ simplify the billing of customers.
- ▶ produce billing statements.
- ▶ print mailing labels.





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Purchase Order

Purchase Order provides users with the information necessary to complete purchase orders and to maintain an accurate account of them. This business application package is capable of entering purchase orders, printing them, and receiving the items. Purchase Order also maintains the current and year-to-date (YTD) balances on sales taxes paid and orders placed with a vendor. You can use this package in a stand-alone manner, but it can also be used in conjunction with the Accounts Payable and Inventory Control packages. As a result, you can streamline and simplify the entire purchase order process.

The main purpose of Purchase Order is to keep track of your purchase orders and receipts. The package automatically performs most of the bookkeeping functions for you. When you record the receipt of an item, Purchase Order goes into the Inventory Control function and decreases the on-order quantity by the number of units received and increases the on-hand quantity by the same number. The Purchase Order package also:

- ▶ debits your Inventory account
- ▶ credits your Purchase Order Receipts Holding account
- ▶ adjusts your Inventory Variance account (if you are using average costing)



Purchase Order

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Capabilities and features

- ▶ Performs major bookkeeping functions.
- ▶ Keeps track of orders and receipts.
- ▶ Automatically sends information to Accounts Payable and Inventory Control.
- ▶ Generates complete reports on the status of your purchase orders, including:
 - vendor list
 - buyer list
 - inventory list
 - purchasing terms list
 - purchase orders by date
 - purchase orders by vendor
 - tax codes
 - items received
- ▶ Encourages adherence to generally accepted accounting principles.
- ▶ Keeps track of open orders.
- ▶ Allows you to enter up to 999 lines per purchase order.
- ▶ Allows partial receipt of ordered items.
- ▶ Reduces the possibility of error by validating the vendor, buyer, sales tax, and type of transaction. The purchase order will remain active until it is either filled or cancelled.
- ▶ Reduces data inputting and increases productivity. Once data is entered through the system, it can be used by other compatible accounting systems without re-entering it.
- ▶ Prints the purchase order on the standard form. You can receive reports on the purchase orders in the system by date, purchase order, or vendor.
- ▶ System file structure is the following:
 - Vendor Information (AP) contains information relating to the vendors/suppliers of the company.
 - Authorized Buyer (BF) contains buyer codes and descriptions for each of the company's buyers.
 - Inventory Control (IC) contains information relating to the products purchased by the company.
 - Order Terms (OT) contains information relating to the purchasing terms, payment of freight, and carrier specified in the sales contract.
 - Purchase Order file is the center of the Purchase Order package.
 - Tax Codes (TX) contains the sales tax codes used by the company.
- ▶ Includes user-friendly prompts and concise user's guide.

Purchase Order can be used in conjunction with other TMS's. In particular when combined with General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and Payroll it can form a full business system.

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Inventory Control

Inventory Control is a general-purpose inventory accounting package which enables users to keep track of sales and control shortages by using a variety of informative reports. Inventory Control can be used as a stand-alone package, or it can be used in conjunction with the Accounts Receivable and other General Manager functions. With Inventory Control, individual users or businesses can easily maintain an accurate account of inventory transactions. Record-keeping and management of inventory becomes an efficient, simple process because programs are provided for:

- ▶ data entry
- ▶ quickly reviewing the status of any stock item
- ▶ generating a wide variety of useful reports, including:
 - inventory item master list
 - status reports
 - order recommendations
 - history of order transactions



Inventory Control

Inventory Control is a General Management function in the Targeted Management System (TMS) family of products. TMS is a library of software designed by experienced people in targeted businesses, working in cooperation with accountants to develop a system that adheres to accounting principles. Created within the framework of a consistent Business Application philosophy and using a sophisticated Generator—ZIPCODE™—each Targeted Management System is one of a family of products with a readable manual and concise accurate code. All TMS's are easy to learn, similarly structured for ease of operation, and have a consistent user interface.

Capabilities and features

- ▶ Allows users to easily input and update both purchase receipts and issue voucher files.
- ▶ Reduces data entry time and increases productivity. Once data has been entered through this system, it can be used by other compatible accounting systems without re-entering it.
- ▶ Handles both Last In-First Out and Weighted Average inventory valuation.
- ▶ Provides for automatic posting to the General Ledger package.
- ▶ Generates these useful and informative reports:
 - MASTER INVENTORY LISTING
 - DISPLAY ITEM STATUS
 - STATUS REPORT BY SUPPLIER
 - STATUS REPORT BY PRODUCT GROUP
 - ORDER RECOMMENDATIONS BY SUPPLIER
 - PERIOD INVENTORY TRANSACTIONS
 - PHYSICAL INVENTORY ANALYSIS
 - PHYSICAL INVENTORY WORKSHEET
 - ANALYSIS BY PRODUCT GROUP
- ▶ Provides a physical inventory listing by stock item location to simplify the process of taking a physical inventory.

▶ Categorizes each inventory item by:

- product class
- product group
- store and/or warehouse location

Over 16,000 user-assigned codes are available for each category.

- ▶ Provides up to 4 decimal places for cost and price data.
- ▶ Enables easy accesses to stock status of any item or range of items, by part number(s).
- ▶ User-friendly prompts and user's guide.

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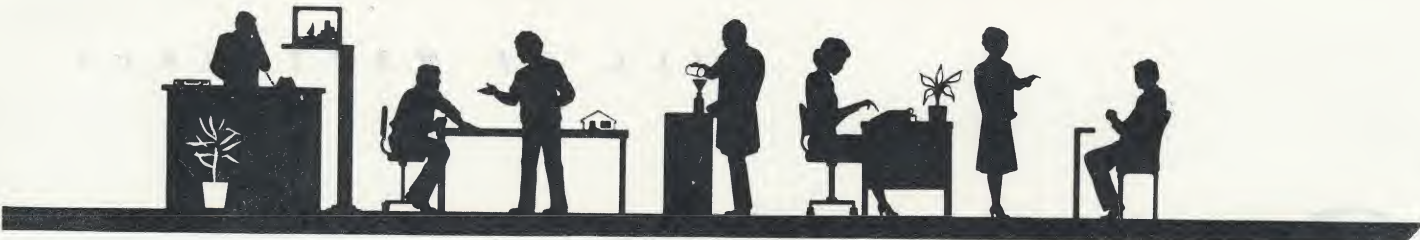
Bill of Materials

The Bill of Materials business application package is designed specifically for the manufacturer who must keep track of items manufactured and the materials and components used. This package includes explosion reports showing products, sub-assemblies, and components.

Bill of Materials is a stand-alone package, but you can use it in conjunction with other modules such as Work Order and Inventory Control to further automate your operation. With Bill of Materials, the entire process of keeping track of items manufactured is simplified and streamlined.

The package consists of:

- Bill of materials descriptions
- Bill of materials inventory
- Bill of materials instructions
- Bill of materials listings
- Bill of materials activity codes
- Standard labor files



Bill of Materials

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Capabilities and features

- ▶ Provides the manufacturer with the information necessary to plan, control, and evaluate the manufacturing process.
- ▶ Maintains bill of material information which details the items/materials required for a particular job, when in the manufacturing process these materials will be used, as well as the items/materials that may serve as substitutes for the usual items/materials used in the manufacturing process.
- ▶ Provides information to identify the purposes for which the items/materials are used in the production process.
- ▶ Provides labor usage and rate standards that can be used in the calculation of labor rate and usage variances, enabling management to evaluate the company pay scale and employee performance.
- ▶ Generates the following optional reports and listings:
 - ACTIVITY CODE/DESCRIPTION provides manufacturing activity codes with the accompanying description and standard labor code. (Note: An add-on feature for PERT and CPM network analysis is available.)
 - MATERIALS PROCESS INSTRUCTIONS provide a listing of the process instructions associated with the bill of materials code.
 - BILL OF MATERIALS provides a complete list of the bill of materials.
 - ITEM DESCRIPTIONS BY CODE provides bill of material item descriptions arranged in order of bill of materials code.
 - LOCATION CODE/DESCRIPTION provides a list of location codes with the related description of the location.
- MASTER INVENTORY LIST provides a list of all inventory items, both intangible and physical, with related information.
- INVENTORY DESCRIPTION CODE provides a cross reference listing of inventory by description, with the related code for the item.
- STANDARD LABOR CODE/DESCRIPTION provides a listing of the Standard Labor Codes and the accompanying description, as well as the associated labor units and labor unit cost.
- ▶ User-friendly prompts and concise user's guide.

Bill of Materials can be used in conjunction with other TMS's.

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Work Order

Work Order is designed for the manufacturer who must efficiently control the manufacturing processes through the issuance and monitoring of work orders. Each Work Order package includes detailed information concerning the product, including its sub-assemblies and components. Projected labor is also provided. Upon request, reports showing the status of the active work orders as well as the completed ones are available. With this package, you can streamline the entire work order process.

With Work Order, you can generate:

- ▶ Personal data files on each customer.
- ▶ Work orders by customer.
- ▶ Shipping orders by customer.
- ▶ Work orders by contract.
- ▶ Shipping orders by contract.
- ▶ Detailed work order instructions.
- ▶ Detailed customer information such as:
 - customer profile
 - customers by codes
 - customers by dealership





Work Order

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Capabilities and features

- ▶ Provides the manufacturer with detailed information concerning each product, including its sub-assemblies and components.
- ▶ Generates projected labor reports.
- ▶ Generates reports which show:
 - status of active work orders
 - amount and profile of completed work orders
- ▶ Generates the following optional reports:
 - ITEM DESCRIPTIONS BY CODE provides the user with bill of materials item descriptions arranged in order of bill of materials code.
 - DEALER REGISTER BY CODE provides the user with detailed dealer information arranged by dealer code; data includes the dealer code, dealership name, city, state, agent or company representative, mailing address, and delivery address.
 - WORK ORDER INSTRUCTIONS provides work order instructions for all contracts on a file, a range of contracts, or an individual contract.
 - WORK ORDERS BY CONTRACT provides work orders arranged by contract number; this report includes contract number, date of contract, method of payment, quantity ordered, unit price, total price, unit cost, total cost, proposed starting date, proposed ending date, actual starting date, and actual ending date.
 - WORK ORDERS BY DEALER provides work orders by dealer name; the report can be generated for all dealers, a range of dealers, or for only one dealer.
- SHIP ORDERS BY CONTRACT provides shipping orders arranged in order of contract number; report can be generated for all contract numbers, a range of contract numbers, or a single contract number.
- SHIP ORDERS BY DEALER provides shipping orders arranged in order of dealer code; reports can be generated for all dealers, a range of dealers, or a single dealer.
- ▶ Generates personal data files on each customer:
 - customer profile
 - customers by codes
 - customers by dealerships
- ▶ Provides simple free format alpha characters to explain any exceptions to the standard bill of materials process.
- ▶ Customized subroutines move customer address, etc. into work order address if the response to the "Drop Shipped" prompt is "No."
- ▶ User-friendly prompts and concise user's guide.

Work Order can be used in conjunction with other TMS's.

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TARGETED MANAGEMENT SYSTEMS

TMSTM

PRODUCT MENU

APPETIZERS

(SAMPLE THESE AND YOU'LL WANT TO JOIN THE FAMILY!)

Fixed Asset Management & Evaluation (FAME)

Vehicles, Machinery, Office Equipment, Real Estate and ???

FAME comes with Straight Line, Straight Line Remaining, All Declining Balance Methods, Units of Production, Sum of the Years Digits and ACRS depreciation methods.

Wholesale Loan

A Banker's dream for controlling floor plan loans to customers with inventories of vehicles or other large ticket items.

Appointment Scheduling

Doctors, Lawyers and Accountants are not the only ones which will find this package attractive! Service organizations or any business which must control personnel or resources will put this package to good use.

Work Orders

Manufactures and service/repair businesses which must track individual jobs will benefit greatly from this package. Work Orders, Bill of Materials and Work in Process are fully integrated!

Bill of Materials

Bill of Materials for finished goods and sub-assemblies can be setup and maintained. Designed to work with both the Work Orders and Work in Process modules.

Work in Process

When used with the Bill of Materials and Work Order modules considerable control and information can be obtained for your manufacturing and/or repair operation!

SIDE ORDERS

(YOU CAN CREATE A COMPLETE SYSTEM WITH THESE ITEMS!)

General Ledger

Multi-Company, multi-division accounting with formal and informal financials and budgeting are only a part of this general ledger system. No business should be without this package!

Accounts Payable

Any business that needs to organize and control its payables needs this package. Checks can be printed singularly or in batches.

Accounts Receivable

If billing and collections are a problem, this Accounts Receivable package could be the answer! Two versions, balance forward and open item, are available to meet your needs.

Payroll

No other area of record keeping is as non-productive and boring as payroll. This payroll system can reduce the work load and provide useful management information.

Inventory Control

Inventories tie up precious cash and credit leading to possible missed opportunities. Good inventory management can untie the necessary cash and credit for business growth!

Purchase Orders

Need a simple way to control product ordering? Team this package with the inventory control and accounts payable software and you will be amazed!

Retail Point of Sale*

Businesses which provide their customers with an invoice at the time of sale will appreciate this system. Compatible with the accounts receivable and inventory modules.

Order Entry*

If the receipt of orders for later shipment or delivery is a function of your business this package should be of interest. Compatible with both the accounts receivable and inventory control modules.

ENTREE'S

(YOUR BUSINESS DESERVES THE BEST!)

Client Write-up

The Certified Public Accountant or anyone that must maintain books for a variety of businesses will benefit from this package. Includes a post-facto payroll.

Legal

Time is money! This package will enable the attorney to control, track and collect on time spent. Dockets and appointments are also handled by this package.

Medical

Today's doctor's office or clinic has more than its share of paperwork. This software package will assist the office staff in appointment scheduling and patient billing.

Dental

The dentist, like the doctor, needs the control of appointments, scheduling and patient billing this package provides.

Pharmacy

In the competitive world of the pharmaceutical business the pharmacist needs help in the preparation of prescriptions, inventory control and third party billing. This pharmacy software should meet the requirements of the most demanding pharmacist.

Manufactured Housing

The manufactured housing company must closely control costs and track orders. This system includes Work Orders, Bill of Materials, Work in Process and materials inventory.

Building Products Dealer*

The building products dealer has an inventory control problem second to none. Add billing and the help this package provides is indispensable!

Office Products Dealer*

Inventory Control and collections are critical to any business, but especially to an office supply. This package addresses these problems and more!

Video Rental

The video rental business has grown rapidly and requires sound control of inventory and customers. Tracking the history of various titles is a must. This package should prove to be a valuable asset!

Hotel/Motel*

Reservations, billing, payroll and room rental are handled by this package. This hotel/motel package is compatible with the restaurant and bar package.

Restaurant*

Payroll and product cost are problems for the restaurant operator/owner. This package will provide invaluable assistance in the competitive restaurant business.

Bar*

Inventory, product costs and payroll are problem areas of many bars. This bar package addresses these problems and more!

Cemetery

Cemeteries have inventory, billing and other areas which can greatly benefit from computerization. This cemetery package addresses these problems and can actually assist in generating revenue.

Grain Elevator**

A grain elevator may handle a homogeneous inventory but has substantial problems in maintaining records on ownership, shrinkage and quality. This package is a must!

Seed Processor**

No seed, no food! The seed processor handles the seed necessary for humanity to exist. Maintaining records with lot numbers enabling the tracking of seed from harvest to planting is a snap.

Produce Packer**

Produce, vegetables and fruit, must move swiftly from the farm to the consumer. This package assists the packer in this effort.

DESSERT

(NO COMPUTER SHOULD BE WITHOUT ZipCode!)

ZipCode (tm)*

Top off any selection with **ZipCode** and you will achieve the ultimate independence! The other software products in this menu were developed with **ZipCode** and we are continuing to develop new software products at the rate of up to one per week! An absolute must for the serious computer user!

Support? Our Telephone Assistance and Consultation, (TAC), line is available to all users that elect to have this inexpensive service and the first 60 days are on us!

Canned Knowledge, Corp. is a software research and development company committed to providing the business community with the broadest high quality software library possible! We enthusiastically welcome the challenges of today and tomorrow!

* Available 1/85

** Available 2/85



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